



A GUIDE to BUILDING PERMITS for SMALL PROJECTS

DEFINITIONS

Application Number

A computer generated number helps in tracking the status and location of your submitted plans. Once drawings are submitted, Building Services Division staff can be contacted at 645-6079 to determine progress of a project by using the assigned tracking number.

Architectural Review Commission

Some neighborhoods in the City of Columbus have standards regarding architectural consistency/integrity within their defined boundaries. Plans are submitted to these commissions for their input and approval. Call 645-7964 for information.

Building Services Division

The Building and Zoning sections of Building Services Division are located at 757 Carolyn Avenue, Columbus, Ohio 43224.

Building Permit Application Form

The building permit application can be obtained from the Building Services Division or by calling 645-7314. (#PW-10)

Certificate of Appropriateness

A Certificate of Appropriateness is a document stating a proposed project meets all architectural standards and has been approved by the commission in the area in which it is located. Call 645-7964 if more information is needed.

Certificate of Occupancy

A Certificate of Occupancy is required prior to moving into a new or renovated structure. All inspections must be completed and approved before issuance.

Certified Address

A form that shows the address, subdivision, and lot number(s) of a job site. This form can be obtained free of charge from the Engineering and Construction Division at 109 N. Front Street, 3rd floor. Call 645-5660.

Finish Schedule

A listing of all finishes on floors, walls and ceiling surfaces by room.

Flood Plain Statement

A statement on the site plan specifying flood plain area and flood plain (F.E.M.A.) panel the lot is located on. Copies of flood plain maps are available at the Building Services Division Information counter. Call 645-7314 for more information.

Home Improvement Contractor License

A license issued by the City of Columbus for home improvement contractors. Contractors must pass a test and obtain bond in order to be licensed. To check if your contractor is listed, call 645-6083.

Tax District and Parcel Number

This information is mandatory and may be obtained by calling the Franklin County Map Room at 462-4663. (Auditor's web site; Auditor's web site)

Utilities

The location of existing utilities (sewer, cable, electric, water) can be obtained by calling 1-800-362-2764. The Utilities Protection Program will locate the utilities by color code stripes of paint on your lot. Call 48 hours in advance. A copy of a map showing the location and depth of sewer lines can be obtained free of charge from the Sewerage and Drainage Division at 910 Dublin Rd., 3rd floor.



WHEN IS A PERMIT REQUIRED?

A permit is required for virtually all new construction, as well as additions to or remodeling of existing Building Permit Application forms may be obtained at Building Services Division, 757 Carolyn Avenue, Columbus 43224, at the south entrance. Call 645-7314 with questions.

Be sure your zoning conforms to all of the requirements of the Building and Zoning codes of the City of Columbus and has the correct classification.

Historic and Architectural Review Commissions

If a property is located within a commission area, building plans need to be reviewed and approved by the appropriate commission.

- German Village Commission
- Italian Village Commission
- Victorian Village Commission
- Brewery District Commission
- Historic Resources Commission

The commission must issue a Certificate of Appropriateness prior to permit application. Commissions usually meet monthly. Call 645-7964 to find out if your project is in a historic architectural review area, for a commission meeting schedule, or for other historic preservation information.

If a historic architectural review is required, applications are available from the historic Preservation Office, 109 N. Front St., ground floor, Columbus, Ohio 43215. 645-7964.

Completed applications must be submitted at least 14 working days prior to the commission meeting.

Architectural Area Review Commissions

- University Area Review Board
- Downtown Commission

If a property is located within the University Impact District, exterior alterations requiring a permit, registration or zoning clearance need to be reviewed and approved by the University Area Review Board first. Call 645-8654 to schedule a hearing. Information about the Downtown Commission can be obtained by calling 645-6305.

Demolition

Existing structures that are to be demolished require a separate demolition permit. Application forms may be obtained at Building Services Division, 757 Carolyn Avenue. Call 645-7314 with questions. Historic review is also required for demolition in some areas.

BUILDING PERMIT APPLICATION

Building Permit Application forms are available from Building Services Division, 757 Carolyn Avenue.

Submit one (1) copy of the completed Application to Building Services Division with the specified number of copies of your plans (see *Plan Drawing Requirements*) and a Certificate of Appropriateness, if applicable.

Building permits do not automatically include mechanical permits that are required for all electric, plumbing, HVAC (heating, ventilation, air conditioning and fire protection system) work. Mechanical permits are applied for separately by the licensed contractor or an occupying homeowner who is to perform the work. If all permits for a single address, building and mechanical, are submitted at the same time, a single Application Verification Fee will be charged. Otherwise, the Application Verification Fee will be applied to each permit it is submitted.

Blanket permits are available only for new residential structures, may include all customary general construction, mechanical permits, and a Certificate of Occupancy. To apply for a blanket permit, list the names and license numbers of all contractors and mechanical sub-contractors (or homeowner's name) on the Building Permit Application in the designated area.



COMPLETING THE APPLICATION

Follow these steps when you fill out the Building Permit Application form:

1. List the address of the job site. To determine the address for the property, obtain a certified address from the Map Room of the Engineering and Construction Division, 109 N. Front St., 3rd floor, or call 645-5660.
2. List lot number(s) and subdivision name. If the proposed construction is to include more than one lot, you might need to combine these lots. Obtain information from the Franklin County Recorder's Office, 373 S. High St., or phone 462-4663.
3. Include the tax district and parcel number. These can be obtained from the Franklin County Map Room, 373 S. High St., or phone 462-4663.
4. List the owner of record, agent, architect/engineer, and contractor names with addresses and phone numbers. For a 1-, 2-, or 3-family dwelling, building additions and remodeling can only be done by the homeowner or a licensed home improvement contractor. List "G" numbers or license numbers if pertinent. Call 645-7314 with questions.
5. If applying for a blanket permit, fill out the blanket permit contractor information.
6. Describe the current use of the building, proposed work to be done, and estimate the cost of construction. Building permit fees are not based on cost of construction.
7. Indicate partial permit if applicable and list utility services (e.g. water, sewer, electric, telephone, gas) that are or can be provided to the property. Also, fill in project information if pertinent.
8. Page 3 of the application must be completed by the applicant and can be notarized by city staff with applicant's proof of identification.
9. Sign the Building Permit Application, print your name, and list your phone number. For most single-family dwellings, submit two (2) complete sets of drawings, including site plans. Commercial permit applications must submit three (3) complete sets of drawings, including site plans. New construction shall include ten (10) additional site plans. If a partial permit is requested, additional plan sets are required. Call 645-7314 with questions.

PLAN DRAWING REQUIREMENTS

All information on the plan drawings is to be in compliance with the latest revisions of the Columbus Building Code, Columbus Zoning Code, Ohio Building Code (OBC), and by reference, all other codes and regulations.

Residential: One-, Two-, and Three-Family Dwellings

Submit two (2) full sets of drawings. Reviewed under the ORC (Ohio Residential) Code. All information must be drawn accurately and to scale. Use of a registered architect is recommended but not required for residential construction documents, except foundation plans and truss drawings.

Site Plan

Show the following:

- All the streets, alleys, roads, drives, etc.
- All lot dimensions (include survey or copy of map from the City Engineer or County Auditor)
- All existing building(s) and their exact dimensions to property lines
- Proposed buildings or additions and their exact dimensions to property lines
- Building setback lines
- Garage location
- Any garage on an adjacent lot that is within 5 feet of the property line (residential site plans only)
- Any existing permanent improvements, such as patios, fences, swimming pools, tennis courts, decks, etc.
- Grades and elevations of streets, curbs, grade at building, lot corners and elevation of first floor
- Flood plain statement

New residential buildings may have additional requirements. If you have questions, please call 645-7314.



Foundation Plans

Show dimensions of all footings and foundation walls; show how plate is attached to top of wall. Indicate all reinforcing and soil-bearing requirements.

Floor Plans

Show floors, walls, partitions, windows, openings and door swings, steps, and finish schedules.

Elevations

Indicate construction materials and all architectural features and details of all building elevations.

Wall Sections

Section drawings must describe the structure at each floor level. Note all materials, size, and spacing of structural members and floor-to-floor dimensions.

Floor Framing Plans

If not indicated on foundation or floor plan, show size and spacing of all columns, joists, beams, piers, and supports. Indicate bridging for joists.

Roof Framing Plans

When the project has a complex roof system with multiple hips, valleys, dormers, or clerestories being constructed, show bearing, size, spacing, and span of all beams and joists. If the building has a wood truss, submit a diagram showing the size and connection of truss members and data with the architect or engineer's seal.

Model Energy Requirements

Model energy calculations are to be submitted on MEC- check 2.07/95 printouts (Windows compatible software).

Residential: New Multi-Family Dwellings

Reviewed under the OBC. Multi-family consists of four or more dwellings. *Zoning review required.* Contact Building Services Division at 645-7314 for more information.

- Prepare site plans showing buildings, garages, and building numbers.
- Submit a mylar copy of the site plan to the City Engineer's Office, 109 N. Front St., 3rd floor. Engineering staff will prepare copies of the certified plat (site plan with house numbers).
- Submit one copy of the Building Permit Application for each building. Each building, in many cases, could have a series of addresses on more than one street. Be sure to include all addresses on each building.
- Submit ten (10) extra copies of site plans and three (3) complete sets of plans. These site plans will be sent by Building Services Division to the Divisions of Sewers and Drainage, Transportation, Electric, and Fire Prevention for review and approval.
- Submit a Certified Address form or Certified Plat with the application.

Commercial

Reviewed under the OBC. *Zoning review required.* Contact Building Services Division at 645-7314 for more information.

Alterations

- Submit one copy of the Building Permit Application, three (3) copies of drawings, and one (1) copy of specifications reflecting work to be done. No drawings are necessary for minor work such as siding, roofing, and/or replacement windows.
- For tenant permits, submit a site plan and a location plan showing the location of tenant space within the building. Show all hallways, stairs, elevators, and exits.
- Architect or Engineer's seal will be required on all structural details, mechanical drawings, or structural calculations.
- Show if existing building is or will be sprinklered.
- Submit details of all mechanical and electrical work.
- Show all building materials to be used.
- Show location of fire walls (if any).
- Label all rooms, storage areas, closets, etc.
- If work performed includes heating, air conditioning, or insulation, submit one copy of Model Energy Code Application.
- Show location of sprinkler heads and fire alarms.



Additional and/or New Construction

Submit the Building Permit Application, three (3) full sets of drawings, ten (10) site plans, and all items called out under alterations. Commercial construction requires use of an architect and/or engineer registered by the state of Ohio (with exceptions granted per Ohio law).

Zoning review required. Contact Building Services Division at 645-7314 for more information.

Foundation Permit Option

Building permits for some projects may take up to 4 weeks for processing and approval after the correct drawings have been filed. Building Services Division offers an option to obtain a foundation permit, following approval of site plans, sewer and drainage, traffic, and zoning. A separate fee is charged for a foundation permit in addition to the building and zoning fees.

Note: *The foundation permit option does not apply in architectural review areas.*

- Building and mechanical drawings must be complete prior to filing the application for the foundation permit (exceptions granted with prior approval only).
- Submit two (2) additional copies of site plans and foundation plans with the foundation permit B application.
- Obtain a preliminary review of plans from the zoning staff and plans examination staff at 757 Carolyn Ave. Some revision of the site plan could be required. If approved, the project will be given an application number. Keep the application number for reference purposes.

Upon submission of a building permit application, an **APPLICATION NUMBER** will be issued to you. Refer to this number when calling regarding the status of your plan review and when obtaining your building permit.

Requirements subject to change without prior notification.